Chapter 4: Common System Features

Page Layout

The Financial Assessment Subsystem for PHAs (FASS-PHA) allows users to electronically submit Financial Data Schedules (FDS) and Data Collection Forms (DCF) to HUD. The system consists of data entry pages that allow authorized PHA users to enter financial information. The page layout in FASS-PHA is consistent throughout the application. The **Financial Data Schedule** page is shown as an example. Links to other pages are located at the top and the bottom of each page. Links are underlined. The current page is not underlined. An *Instructions* box containing instructions for completing the page is located at the top of most pages.

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit
Late Reason | Material Difference Reason

SELECT A PROGRAM AND CLICK GO

| Business Activities | Go |

SELECT AN ACCOUNTING METHOD

| Full Accrual |

Instructions:
For the selected program, please select the corresponding accounting method.

Balance Sheet　　Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT	DETAILS
Assets	**Current Assets** **Cash:**		
111	Cash - Unrestricted	$ 336,567	---
112	Cash - Restricted - Modernization and Development	$	---
113	Cash - Other Restricted	$	---
114	Cash - Tenant Security Deposits	$	---
100	**Total Cash**	$336,567	---

| Save | Reset | Clear |

Top of Page | Balance Sheet | Revenue & Expense

Inbox | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings | Submit
Late Reason | Material Difference Reason

User Guide and System Documentation | Technical Assistance Center

In the middle of each page is a data entry table where users enter financial information in the blank fields. Users can click on the tabs at the top of the table (or the underlined links at the bottom of the page) to move to another page. Some pages also include underlined Details links to additional pages requesting more detailed information on a specific item.

At the bottom of most data entry tables are two buttons: Save and Reset . Always use the Save button to save your entries before leaving the page. *Avoid using the browser Back and Forward buttons to ensure that your work is properly saved.* The Reset button resets the fields to the last save. Some pages also have a Clear button. This button clears all fields on the data entry page.

Printing Pages

To print pages, use the browser Print button at the top of your screen.

Contacting the Technical Assistance Center

If you have questions about using the FASS-PHA system, you can contact the REAC Technical Assistance Center (formerly the REAC Customer Service Center) by phone or by email.

By Phone

You can call the REAC Technical Assistance Center with system questions toll-free Monday through Friday, 7:00 a.m. to 8:30 p.m., Eastern Time at **1-888-245-4860.**

By E-mail

You can send an email message to the REAC Technical Assistance Center using the Technical Assistance Center link at the bottom of every FASS-PHA page.

To send an e-mail message to the REAC Technical Assistance Center:

1. At the bottom of the FASS-PHA page, click on the Technical Assistance Center (formerly the Customer Service Center) link. The **Real Estate Assessment Center (REAC)** page displays.

2. Click on the underlined here link. The **Real Estate Assessment Center (REAC) Technical Assistance Center Submission** page displays.

**Real Estate Assessment Center (REAC)
Technical Assistance Center Submission**

*First Name: [   ]   *Last Name: [   ]

*Email: [   ]   Phone: [   ]

*I prefer follow-up and response via:
    ○ Email
    ○ Phone (Phone required above.)

Question/Comment:
[   ]

Please enter any information that you think would help us address your Question/Comment (e.g. PHA Number, Inspection ID).
[   ]

If necessary, INSERT ATTACHMENT [   ] [Browse...]

Please Note: Required fields are marked => *. If confidentiality is an issue, please call the REAC Technical Assistance Center directly at 1-888-245-4860.

[Submit]

3. Click in the blank fields and enter the information requested. Users must enter their *First* and *Last Name, Email* address, and *preferred method of response*.

FIELD NAME	EXPLANATION
First Name	Click and type in your first name. This field is required
Last Name	Tab and enter your last name. This field is required.
Email Address	Tab and enter your email address. This field is required.
Phone	Tab and enter your phone number.
Response Preference	Tab and select the preferred method of response to your question. Click on either the *Phone* or *Email* radio button to select it.
Question/ Comment	Tab and enter your question or comments. Be specific.
Additional Information	Tab and enter any additional information pertaining to your question (e.g., PHA number)
Insert Attachment	Tab to attach files, if necessary. Click on the Browse button. The File Upload window displays. Find the file in the appropriate directory. Click on the file to select it. Click on the Open button to attach the file.

4. Click on the Submit [Submit] button to send the question or comments to the REAC Technical Assistance Center.